

New Jersey Department of the Treasury Division of Purchase and Property



Quick Reference Guide:

How to Search for State Contracts





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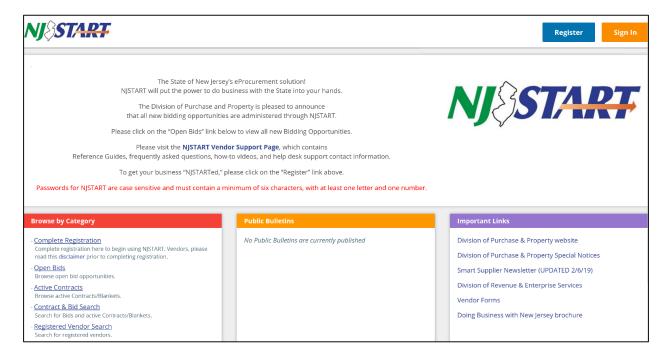
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How to Search for State Contracts Using NJSTART

- 1.1 To begin the search, navigate to www.njstart.gov
- 1.2 Click on the "Contract & Bid Search" link.



1.3 Select "Contracts/Blankets."

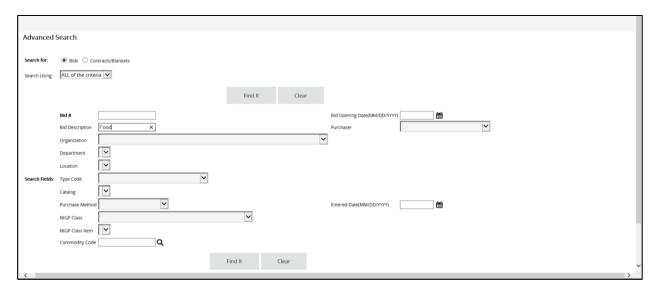




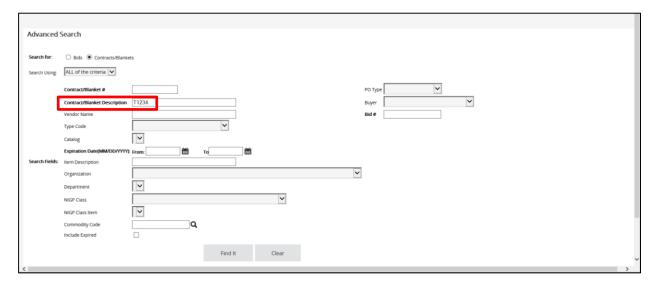


1.4 To find specific contracts:

Enter your search criteria into the appropriate box(es) and select **"Find It."** The example below illustrates a search for the keyword "Food."



Note: If you are trying to search for a contract by T-Number (Term Contract Number), enter the T # (i.e., T1234) in the "Contract/Blanket Description" box as shown below.







1.5 To view more information on a specific contract:

Scroll down to view the results. Then select one of the **Contract/Blanket #**s. For example, we selected "17-FOOD-00175," which has "Keefe Group, LLC" listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)



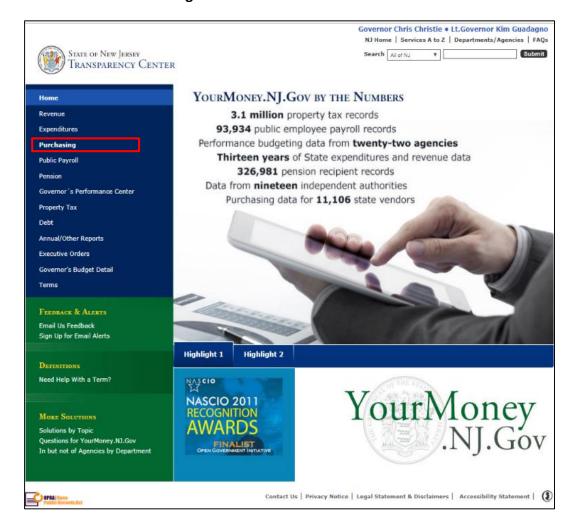
1.6 The resulting page contains more details and attachments for the selected contract.







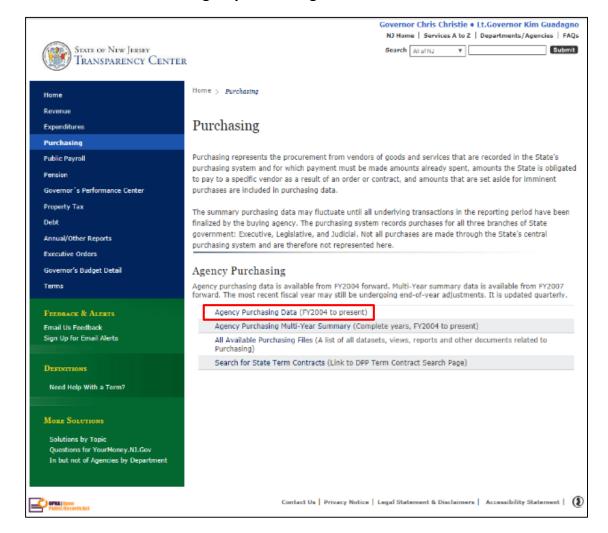
- 2. How to Search for Contract Spend by Agency and Vendor Using the New Jersey Transparency Center
 - 2.1 To begin the search, navigate to www.YourMoney.NJ.Gov
 - 2.2 Click on the "Purchasing" tab.







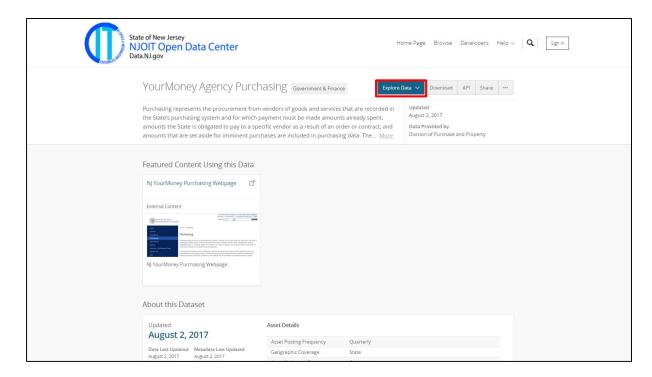
2.3 Scroll down and select "Agency Purchasing Data."





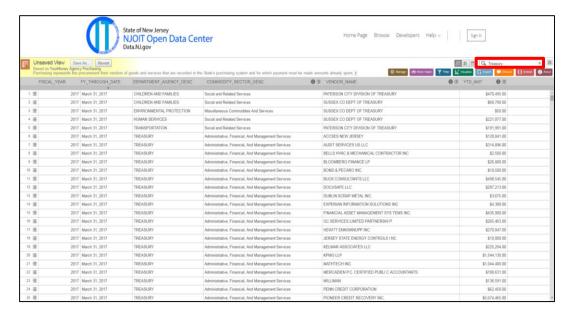


2.4 Click "Explore Data." Select "View Data" from dropdown.



2.5 To narrow your search:

Type in an agency or vendor name into the **search box (Find in this Dataset)** and press the "**Enter**" key on your keyboard. For this example, we have searched for contracts involving an agency (Treasury).







2.6 To sort the data:

You will see a list of all contracts involving the agency (Treasury). You can sort this data by selecting the different **headers at the top in gray**, such as "DEPARTMENT_AGENCY" or "VENDOR_NAME."

